

## TRANSITION SERVICES

### Notice to Coordinators

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#### BACKGROUND

The Individuals with Disabilities Education Act (IDEA) Part C requires that all infants and toddlers have transition services when leaving *Early On*. This process allows Part C eligible children to have a smooth transition to either Part B services, if eligible, and/or community based services.

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#### REQUIREMENTS

Procedures for the transition planning conference and requirements of the transition plan:

- For all children who are Part C eligible:
  1. A transition plan must be written up to nine months or at least 90 calendar days before the child's third birthday, and
  2. The transition plan must include steps and services to be taken to support the transition of the child to:
    - A. preschool services under Part B IDEA, to the extent that those services are appropriate; or
    - B. other services that may be available, if appropriate.
- For a child who may be Part B eligible:

Convene a planning conference, that may occur up to nine months or at least 90 calendar days before the child is eligible for preschool;

  1. At the planning conference, review the child's program options for the period from the child's third birthday through the remainder of the school year;
  2. Discuss future placement and related matters to transition;
  3. Discuss procedures to prepare the child for changes in service delivery;
  4. Obtain written consent from parent, in order to transmit documents to the local education agency;
  5. Send written notification to the local education agency (LEA);
  6. Establish a written transition plan (may be part of the Individualized Family Service Plan (IFSP) or attached to the IFSP); and

7. The transition plan must include: providers, times and locations of all necessary evaluations for the IEP, financial responsibilities for early intervention services for all appropriate agencies, and provisions and conditions for the transfer or other disposition of the Part C record.
  - For a child who is not Part B eligible:
    1. Make reasonable efforts to convene a planning conference—must have consent of parent, which may occur up to nine months or at least 90 calendar days before the child’s third birthday;
    2. Discuss with, and train, parents regarding future placements and other matters related to the child’s transition;
    3. Discuss procedures to prepare the child for changes in service delivery; and
    4. Establish a written transition plan (may be part of the IFSP or attached to the IFSP).
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## REFERENCES

- The requirements delineated in this bulletin are referenced and supported in the following federal and state statutes, regulations, rules, and policies:
1. Public Law 108-446 Individuals with Disabilities Education Act 2004, Part B and C
  2. Regarding Transition:
    - Part B regulations 34 CFR 300.132
    - Part C regulations 34 CFR 303.344(h)(1)(i)(ii)
    - Part C regulations 34 CFR 303.148
    - Michigan State Plan, Section VII
  3. Regarding Service Coordination:
    - Part C regulations 34 CFR 303.23
    - Part C regulations 34 CFR 303.344(g)
    - Michigan State Plan, Part II, Section I DEFINITIONS: p.3
    - Michigan State Plan, Section VII
  4. Michigan Special Education Monitoring Standards
  5. Regarding Records
    - Part B regulations 34 CFR 300.571-573
    - Michigan State Plan, Part III, Section XI, Procedural Safeguards 340.1912-1914
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## DEFINITIONS

**Transition** is the process that occurs before, during and after a change. Transition services are the coordinated set of activities to move a child from Part C eligibility and services to Part B eligibility and services and/or community based services.

**Transition Conference** is required for all children who are potentially eligible for Part B services. A review of the child's program options for the period from the child's third birthday through the remainder of the school year, the child's future placement and related matters to transition and procedures to prepare the child for changes in service delivery must be discussed at the conference. Participants must include a representative of the LEA, the service coordinator, parent(s), and any other individuals that the parent deems necessary.

**Transition Plan** is required for all children exiting Part C. It must include the steps and services to be taken to support the transition of the child to preschool services under Part B or other services that may be available. The transition plan must also include the disposition of records.

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## DISCUSSION

The Service Coordinator, the *Early On* system and the Local Interagency Coordinating Council (LICC) play a vital role in the transition process. Transition planning under Michigan's Part C system ensures that families will be equal partners in the decision-making process. This system uses families' strengths and rituals to provide the child with a comprehensive support system.

The Service Coordinator is responsible for assisting the family and participating partners in the development and implementation of a transition plan. This plan is designed to support the child's continuing development. In addition, the Service Coordinator is available to help the family understand the process and all services that the child is to receive.

The local education agency for the area in which the child resides must have written notification that the child will shortly reach the age of eligibility for preschool services under Part B of IDEA.

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**EXCEPTIONAL  
CIRCUMSTANCES**

A transition document must be written that shows what happened for the child and family at the end of the infant/toddler's services through early intervention. The transition document must be made regardless of whether a conference was convened. The document must outline the conditions and provisions of the record and what happened to the family after early intervention services ended.